NAVAL ACQUISITION DEVELOPMENT PROGRAM

QUICK REFERENCE GUIDE FOR Associate 2012

Naval Acquisition
Development
Program
(NADP)

Entry Level

Associates

Important Information

- **Check the NADP Website Bulletin Board on the NADP Website <u>daily</u>.**

https://acquisition.navy.mil/rda/home/acquisition_workforce/career_development/naval_acquisition_development_program_nadp/interns_Associates_cfms

- **Read, follow and comply with the following policy documents found on the NADP Website:**

  - NADP Operating Guide for policy and guidance

  - Joint Travel Regulations (JTR)

  - NACC Payroll Guidance

- **Focus on the NADP Mission and Critical Elements for Associates:**

<u>Mission:</u>
To provide the DON Acquisition Enterprise with the workforce development tools and programs that enable delivery of the products and services required by the Warfighter.

<u>Critical Element # 1:</u>
Develop a NACC approved Individual Development Plan (IDP) and execute the competencies identified on the IDP at the necessary levels to become highly proficient in the skills required of a journeyman.

<u>Critical Element # 2:</u>
Attain or be working toward the appropriate Defense Acquisition Workforce Improvement Act (DAWIA) certification prescribed in the IDP within the allotted time frames.

- Routinely check the NADP Website Bulletin Board Announcements located at:
- **https://acquisition.navy.mil/home/acquisition_workforce/career_development/naval_acquisition_development_program_nadp/nadp_employees_cfms**
- Read and adhere to the following policy documents:
  - NADP Operating Guide for policy and guidance.
  - Joint Travel Regulations (JTR).
- Focus on your Individual Development Plan (IDP) and the NADP Mission.
- Assume responsibility for clear communication.
- Take responsibility for your own career.
- Network with other Associates.
- Present yourself professionally.

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  - DAWIA Training/Career Field Certification Requirements
  - Rotations
  - Career Field Competencies
  - Acquisition Journeyman Leadership Development Course (AJLD)

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Career Fields

- ATTORNEY (ATTY)

- CONTRACTING (CON)

- BUSINESS COST ESTIMATING (BUS-CE)

- BUSINESS FINANCIAL MANAGEMENT (BUS-FM)

- FACILITIES ENGINEERING (FE)

- INFORMATION TECHNOLOGY (IT)

- LOGISTICS (LOG)

- SYSTEMS PLANNING, RESEARCH DEVELOPMENT ENGINEERING (SPRDE)

- TEST AND EVALUATION (T&E)

- PROGRAM MANAGEMENT (PM)

- PRODUCTION, QUALITY, & MANAGEMENT (PQM)

Graduation Requirements

MASTER DEVELOPMENT PLAN FOR THE NAVAL ACQUISITION ASSOCIATES PROGRAM
Contracting Career Field

Name:	SYSCOM:	Command: ▼
CFM:	Supervisor:	Start Date:

1. Mandatory Certification Training (as prescribed by http://icatalog.dau.mil/):

	Course	Planned Dates and/or Comments	Course Completed/Certification Date
Year 1	CON 090		
	CON 100		
	CON 115		
	CLC 058		
	CLC 033		
	CON 170		
	Level I Certification		
Year 2	ACQ 101*/***		
	CON 200		
	CON 216		
	CON 270		
	CON 280		
	CON 290		
	ACQ 201A**		
	ACQ 201B**		
	CLC 051***		
	CLC 056***		
	CLC 057***		
	HBS 428		
	Level II Certification		

*Unique position training standard. ACQ 101 is required in Year 1 if Level 1 contracting personnel assigned to support a MDAP/MAIS program only.
**Unique position training standard. Level II contracting personnel assigned to support a MDAP/MAIS program only.
***Prerequisites for CON 280 and CON 290
   Note: You must apply for certification through eDACM.

2. **Competency Development:** As assigned by Host Command on local IDP.

3. **Rotational Assignment/Technical Training Course (optional):**
   NACC will fund up to one CONUS 90 day or less rotation or one technical training course.

Rotation/Technical Training	Funding	Completed Dates
▼	NACC	-

Note: To request NACC funding for a rotation or technical course, please follow the procedures outlined in the NADP Operating Guide.

4. **Formal Training:**

Training	Completed Date
Acquisition Journeyman Leadership Development (AJLD) Course	

5. Please provide a copy of the Master Development Plan to NACC ACM within the first 45 days of the program, 45 days prior to 1 year anniversary date, and 90 days prior to graduation.

6. **Expected Graduation Date:** _____

The signatures below acknowledge that you are aware of all NAAP requirements and have read the policies outlined in the NADP Operating Guide.

Date: _____   Supervisor/CFM Signature: _____

Employee Signature: _____   NACC Career Manager Approval: _____

V1.4 – 23 Feb 2012

Graduation Process

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http://www.defensetravel.dod.mil/Training/DTS/Training_Main.cfm

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• Verify with Lead Defense Travel Administrator that NACC routing has been set up.

• Create travel authorization in DTS at least 30 days prior to travel start date.

• If flying, must select government contract flights.

• Validate approvals and airfare prior to departing.

• Print out orders and carry them with you while on travel.

• Submit travel voucher in DTS within 5 business days of returning.

Travel

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- If you have any questions on how to execute your rotational assignment please call your NACC CM. If you have travel policy questions, please call your NACC CSR.

Rotational Assignments

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- https://www.atrrs.army.mil/channels/navyedacm/Login/Login.aspx

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Specialist.

Register-Now Website:

You do NOT use DTS when traveling to DAU courses.

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dautravel3@navy.mil.

DAU TRAVEL

Acquisition Workforce Tuition Assistance

Highlights

• The Acquisition Workforce Tuition Assistance Program (AWTAP) is designed for an entire degree or certificate program.

• It is paid "up front" - not as tuition reimbursement after courses are completed.

• AWTAP pays most mandatory fees but excludes materials that could become student property such as textbooks, computers, calculators, etc.

• AWTAP will fund only one degree per employee; Program Length cannot exceed 5 years.

• Annual limit - $6,300.00.

• Additional information regarding AWTAP is available on the Register-Now Website.
        https://www.atrrs.army.mil/channels/navyedacm/Login/Login.aspx

• When ready for course registration you must request a SF 182 form through the Register-Now system. This should be done up to 60 days prior to or up to 15 days after the course start date. (Associate will not be reimbursed if SF182 is submitted more than 15 days after course start date.)

• You must provide course grades to your Register-Now Support Specialist within 30 days of the course completion.

In order to qualify for AWTAP

• **Associate must be making progress towards DAWIA certification and supervisor must validate.**

• IDP must be on file at NACC.

• Associate must meet minimally acceptable performance standards.

• Associate must not be pending disciplinary action.

• School must be accredited by an agency approved by the United States Department of Education.

Log on to Register-Now for AWTAP to build an Educational Development Plan (EDP)

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• Undergraduate courses must be completed with a grade of "C" or better.
• Graduate level courses must be completed with a grade of "B" or better.
• Reimbursement will be required of AWTAP participants who fail, withdraw, or do not earn and document the minimum grade for funded courses.
• Students are required to provide grades for all coursework on their approved AWTAP education plan.

Point of Contact:
• AWTAP questions should be directed to the AWTAP Manager at: 717-605-8124

GS Performance Cycle:

• The GS Performance Cycle is 12 months (1 Oct – 30 Sept).

• Progress Review - Occurs Midway through Performance Cycle (March).

• Annual Assessment **-** Occurs at the end of the Performance Cycle (September).

Things you need to know:

• All Associates must be performing under a performance plan for at least 90 days in order to receive a performance rating.

• Establish a performance plan using the DON Performance Appraisal Form within 30 days of EOD date.

• Instructions for creating a performance plan are posted on the NADP website under 'Welcome Aboard Information' and also under 'GS Information'.

• Associates must receive a rating of 'Acceptable' in order to remain in the program.

GS Performance

Performance Plan:

Each Associate will set up a new plan within 30 days of their EOD or no later than 30 days after the beginning of the rating period, which is October 1st.

Progress Review:

One mid-year progress review is required, at which time the Associate should be informed of how they are progressing with regard to their critical elements. To the maximum extent possible, progress reviews will be informative and developmental in nature and will focus on future performance expectations.

Annual Assessment:

An Annual Appraisal is conducted for each Associate at the end of the appraisal period. Each Associate is required to provide their rating officials with narrative self-assessments of their accomplishments for each of their critical elements. Rating officials must consider the self-assessments of their Associate and prepare written assessments of the Associate's performance and contribution to mission.

• The DON Interim Performance Management System is a two-level system. The only possible ratings of record are either "Acceptable" or "Unacceptable."

• After each critical element has been assigned a level, a rating of record is assigned to the performance plan. If all critical elements have been assigned an individual element level of "Acceptable," then the rating of record is "Acceptable." However, if any one or more critical elements were assigned an "Unacceptable" level, then the rating of record is "Unacceptable."

Performance Awards Review Board:
Group whose responsibility it is to review and approve all performance appraisals at a strategic level for fairness, appropriateness, and adherence to merit system principles.

Communicating the Results:
Rating officials are required to have a conversation with their employees to discuss the rating of record assigned and the narrative assessment within 75 days after the end of the annual appraisal period.

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- https://www.sldcada.disa.mil/

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https://acquisition.navy.mil/rda/home/career_management

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NACC SLDCADA Administrator:

- NAVAIR/NAVSUP – Phone: 717-605-8642

- NAVFAC/SPAWAR – Phone 717-605-6485

- NAVSEA/USMC/ALL OTHERS – Phone: 717-605-2668

The CAC is a DoD smartcard issued as standard identification for military personnel, civilian employees, and eligible contractor personnel. The CAC is used as a general identification card and is required to log in to DoD computers, web-based DoD applications, and certain DoD facilities.

How do I obtain a CAC?

Your Homeport Supervisor or Command Activity Field Representative should ensure that the proper paperwork is completed prior to your arrival in order to obtain a Navy Marine Corps Intranet (NMCI) account for you. This is the first step in providing you with access to government computers.

The process for obtaining your CAC does not begin until you have reported for your first day of work.

Step 1: Complete the DD 1172-2 with your Supervisor

Your Supervisor, Career Field Manager, or the Local Command security office, can provide you with the paperwork (Form DD 1172-2) needed to get your CAC. You and your Supervisor will need to complete the form.

Step 2: Make an appointment to visit the CAC issuance office

Once the paperwork has been completed, you will need to make an appointment to visit the CAC issuance office by booking an appointment online at: https://es.cac.navy.mil/

(Your Supervisor, Command Activity Field Representative, or other designee can assist you with the online appointment process, as you will be unable to log on to your computer at work prior to getting your CAC).

Step 3: Contact NMCI Helpdesk for "First Time User Set-up"

After obtaining your CAC and signing on to your computer for the first time, you will need to contact the Navy Marine Corps Intranet (NMCI) Helpdesk at (866-843-6624) to have them guide you through the "First Time User Set-Up." This set up process will ensure that your system certificates (ID, Signature, and Encryption) are registered on your computer and that your Microsoft Outlook e-mail is set-up properly. It should be noted, that you will have to re-register your system certificates any time you permanently change computers.

Note: The process for obtaining a CAC can be lengthy (2-4 weeks). Please be patient and work with your supervisor to obtain your CAC in a timely manner.

Remember to carry your CAC when you leave your area or your command for

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    a. Full address
    b. Security POC
       (Name, Phone #, Fax #, and SMO Code)   1.
    c. Dates of Visit (From, To)
    d. Reason for Visit
    e. Level of Security Access needed
    f. Your Name, Grade, and Phone #

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5.

https://acquisition.navy.mil/home/acquisition_workforce/career_development/naval_acquisition_development_program_nadp/nadp_employees_cfms

CODE OF ETHICS FOR GOVERNMENT SERVICE

- http://www.grad.usda.gov/

- https://www.homeport.navy.mil/training/

- https://wwwa.nko.navy.mil/portal/home

- http://www.defensetravel.dod.mil/

- http://www.defensetravel.dod.mil/perdiem/perdiemrates.html

- https://compo.dcpds.cpms.osd.mil/

- https://twms.nmci.navy.mil/login.asp

- https://mynav.dfas.mil/mynav.aspx

- http://www.public.navy.mil/DoNhr/Benefits/ebis/Pages/De

Points of Contact

Your CM and ACM are the primary

contacts for the following:

1. Providing guidance concerning career

management.
2. Graduation Requirements
3. DON Interim Performance Management System
4. Promotions

Note: The CM is the final approval authority for
rotations, training, MDPs, etc.

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**Contact
Information**

Navy Rank	Marine Corp Rank	Navy & Marine Corp Insignia	Navy Shoulder Insignia	Navy Sleeve Insignia	
Ensign (ENS)	Second Lieutenant (2nd LT)				
Lieutenant Junior Grade (LTJG)	First Lieutenant (1st LT)				
Lieutenant (LT)	Captain (CAPT)				
Lieutenant Commander (LCDR)	Major (MAJ)				
Commander (CDR)	Lieutenant Colonel (LT COL)				
Captain (CAPT)	Colonel (COL)				
Rear Admiral (lower half) (RDML)	Brigadier General (BRIG GEN)				
Rear Admiral (upper half) (RADM)	Major General (MAJ GEN)				
Vice Admiral (VADM)	Lieutenant General (LT GEN)				
Admiral (ADM)	General (GEN)				
Fleet Admiral* (FADM)	N/A				

Navy/Marine Corps Enlisted Insignias

ENLISTED INSIGNIA OF THE UNITED STATES ARMED FORCES

	E-1	E-2	E-3	E-4	E-5	E-6	E-7	E-8	E-9	

NAVY

| SEAMAN RECRUIT | SEAMAN APPRENTICE | SEAMAN | PETTY OFFICER THIRD CLASS | PETTY OFFICER SECOND CLASS | PETTY OFFICER FIRST CLASS | CHIEF PETTY OFFICER | SENIOR CHIEF PETTY OFFICER | MASTER CHIEF PETTY OFFICER | MASTER CHIEF PETTY OFFICER OF THE NAVY |

MARINES

| (no insignia) PRIVATE | PRIVATE FIRST CLASS | LANCE CORPORAL | CORPORAL | SERGEANT | STAFF SERGEANT | GUNNERY SERGEANT | FIRST SERGEANT / MASTER SERGEANT | SERGEANT MAJOR / MASTER GUNNERY SERGEANT | SERGEANT MAJOR OF THE MARINE CORPS |

Navy/Marine Corps Enlisted Ranks
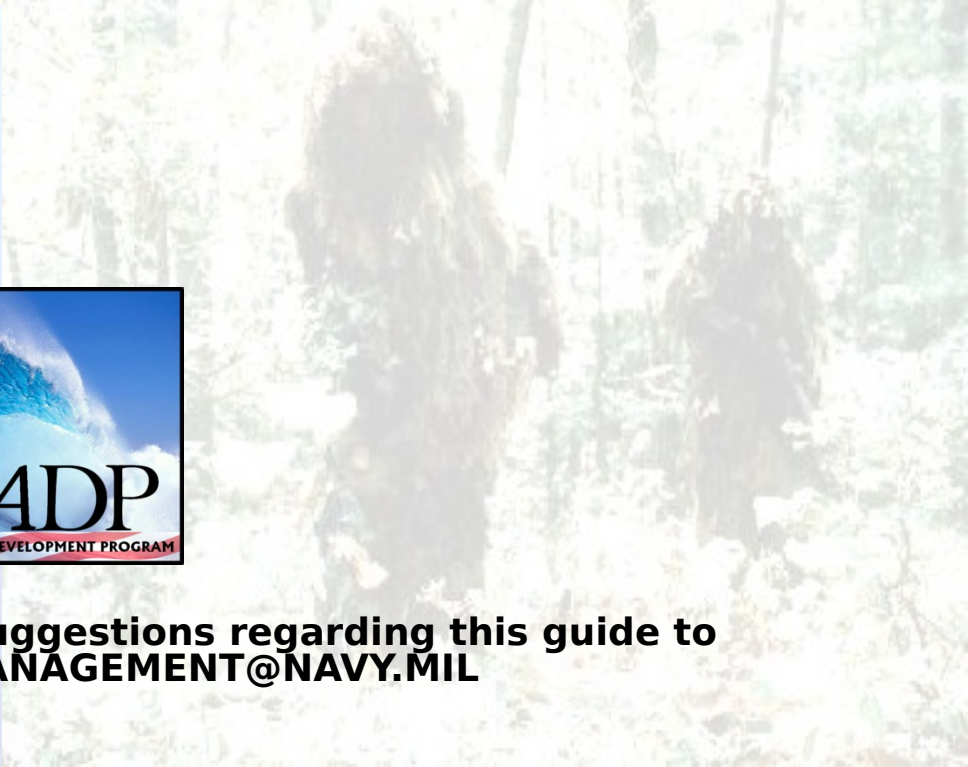
Please provide comments and suggestions regarding this guide to NACC_CAREER_MANAGEMENT@NAVY.MIL